



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

2 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 146 – Contracted Advisory and Assistance Services (CAAS) Contracts

1. REFERENCES.

- a. AR 5-14, Management of Contracted Advisory and Assistance Services, 15 Jan 93.
- b. TRADOC DCG/CofS Memorandum, 24 Feb 03, subject: Contracted Advisory and Assistance Services (CAAS).
- c. TRADOC DCG Memorandum, 14 Oct 03, subject: Delegation of Authority for Contracted Advisory and Assistance Services (CAAS) Contracts.

2. POLICY. I am the designated CAAS Director for the US Army Intelligence Center and Fort Huachuca (USAIC&FH), and the approving official for all CAAS contracts. The purpose of this policy is to ensure USAIC&FH is to fully comply with the Contracted Advisory and Assistance Services (CAAS) requirements as described in AR 5-14 and TRADOC guidance contained in references 1b and 1c. CAAS are those services acquired by contract from nongovernmental sources to support or improve agency policy development, decision making, management and administration, program and project management and administration, or to improve the effectiveness of management processes or procedures or the operations of weapon systems, equipment, or components. The Directorate of Resource Management (DRM) will process all CAAS contracts.

3. The DRM is designated as the CAAS Coordination Office and appointed with responsibility to manage the CAAS determination process. The duties include: distributing guidance; processing and evaluating CAAS packages submitted by requiring activities; staffing contracts for functional evaluation; preparing a coordinated recommendation to the CAAS approving official; and maintaining comprehensive CAAS files.

4. PROCEDURES. Requiring activities identify and initiate CAAS contract requests. Activities requiring contracted services are responsible for adhering to CAAS policies and procedures and fulfilling reporting requirements in accordance with AR 5-14 and local policy. Responsibilities and duties include: reviewing all contracts for applicability of CAAS criteria; validating CAAS requirements; completing the CAAS Requiring Activity Guide/Checklist; obtaining legal review

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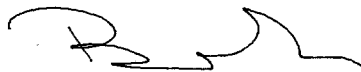
of contracts; preparing a Determination of CAAS Applicability sheet for each contract; and developing complete and accurate CAAS packages for processing. All CAAS packages must include a Special Display (SD), Management Decision Document (MDD), Performance Work Statement (PWS)/Statement of Work (SOW), and Independent Government Cost Estimates (IGCE).

6. The requiring activity begins the CAAS contract review process by submitting a Determination of CAAS Applicability Sheet, PWS/SOW and IGCE for each contract to the DRM. The DRM will review the documents for completeness before forwarding to the Staff Judge Advocate (SJA). The SJA will review for compliance with CAAS policy and assist in interpretation and application of exemptions and limitations. If an activity believes the contract is CAAS exempt, the appropriate exemption number(s) from AR 5-14, Appendix C – CAAS Exemptions, must be cited on the CAAS Applicability Sheet with full justification for the exemption. If an activity is certain the contract falls within the parameters of a CAAS covered contract, the complete package to include the SD and MDD will be developed and sent thru DRM to SJA for review.

7. If the activity requests a CAAS exemption and SJA concurs, the SJA will forward the package along with their legal review to DRM for final signature. If the SJA non-concurs with requested exemption, the SJA will return the package with their legal review to the requiring activity. The activity will then complete the CAAS package by preparing the SD and MDD and return to SJA for final legal review.

8. The requiring activity will forward the complete CAAS package, to include the SJA review, to the DRM. The DRM will conduct a final review prior to submitting the CAAS package to the Commanding General/Commandant (CAAS Director) for approval.

11. PROPONENT. Robin Womack, Directorate of Resource Management, 533-0925 or email: robin.womack@hua.army.mil.



BARBARA G. FAST
Major General, USA
Commanding

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